



City of Racine Police Department  
**Policy and Procedure**

**Number: 1208**

|   |   |                                     |
|---|---|-------------------------------------|
| <b>Subject:</b><br><b>Inventory of Bicycles</b> |   |                                     |
| <b>Date issued:</b><br><b>06-15-82</b>          | <b>Effective Date:</b><br><b>09-21-11</b> | <b>Revision Number:</b><br><b>4</b> |

**POLICY:**

One of the basic functions of the Racine Police Department is to recover stolen property and return said property to the owner. It is the policy of our Department to efficiently handle, inventory and record the recovery of bicycles for return to their proper owner.

**PROCEDURE:**

**COMMUNICATIONS:**

When members must take bicycles into possession, the process shall be as follows:

1. Initiate a Phoenix entry entitled "Found Bike." If the bike is taken into possession as a result of an ongoing complaint (i.e. an arrest, seized during a search warrant, part of an investigation), a second Phoenix entry need not be initiated.
2. Dispatch an officer to the designated location and document all available information.
3. If a member reports a found bicycle for which a complaint number has not been initiated, follow step 1 above.

**MEMBER:**

1. Retrieve the bicycle and issue a Property Receipt (PP122) to the complainant or owner, if present.
  - a. Check the registration, serial number or any other information that would assist in locating the owner, through Records.
  - b. Request that Communications check the bicycle through NCIC/CIB.
  - c. If the bike recovered has been stolen or listed with our Department under a previous complaint number, use that complaint number for any subsequent reports. Have the dispatcher note this complaint number on the newly initiated PHOENIX entry as a cross reference number.
  - d. If the bike is not stolen and through your investigation you return it to the rightful owner before completing the Inventory Record, document the circumstances on a PHOENIX Supplementary Report.
2. Bring the bike to the station and inventory it using the Beast Record.
  - a. Obtain the key to Cage #1 from the Sergeants office.
3. Record all available information on the Beast Record, including the results of the record check and detailed description including make, model, serial number, size, color, etc.
  - a. If the owner information is located, record it in the Beast Record.
  - b. If the owner information is not located, make a note of that under the item notes on the Beast Record.
4. Attach the Beast item sticker.
5. Secure the bike inside Cage #1.
6. A PHOENIX Supplementary Report shall be prepared if there are unusual circumstances concerning the recovery of the bicycle or if any follow-up investigation is required.
7. Forward the key to Cage #1 and all appropriate paperwork to the Sergeants Office.

**SERGEANT/  
SHIFT**

**COMMANDER:**

1. Check the completeness of the Beast case report and place your signature in the designated area.
2. Forward the Beast case report to records.
3. Approve or reject the PHOENIX Supplementary Report.

**RECORDS:**

1. File the Beast case report and the PP122 under the appropriate complaint number.

2. Enter **all** available information contained on the Bicycle Inventory Record into PHOENIX.
3. Notify Property Clerks when found bicycles have been reported stolen and supply necessary information (regarding ownership) to the Property Clerk to facilitate the return of the bicycle to the owner.

**COURTS:**

1. If a disposition on a bicycle is made, note the disposition and forward it to the evidence custodian.

**EVIDENCE  
CUSTODIAN:**

1. Maintain a record of all bicycles held by the Department in the BEAST system.
  - a. Store bicycles inventoried as evidence in an appropriate area in the Department.
  - b. Arrange for return of the bicycle to the owner, if known, as soon as possible.
  - c. Transfer unclaimed or non-evidentiary bicycles to the City Hall Annex bike room.
  - d. Record the transfer and disposition of the bicycle in the BEAST system.

**RELATED POLICY:** [Table of Contents](#)